

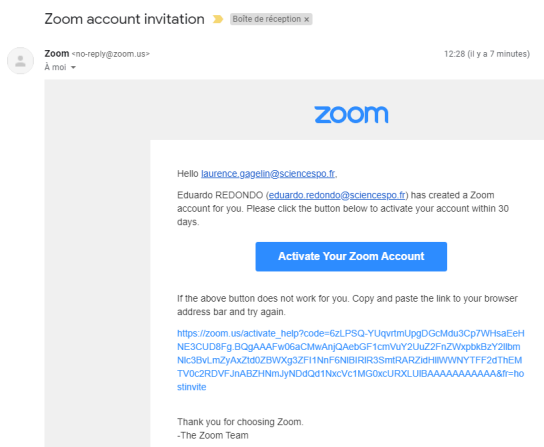
CONNECTING TO ZOOM

This tutorial will help you to create your own Zoom account and test the audio and video of your virtual class.

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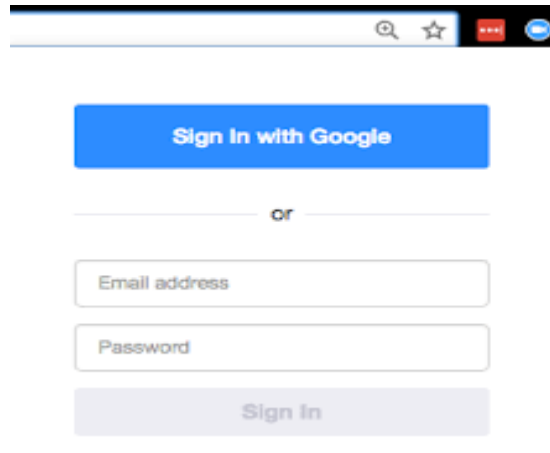
1 - Activate your Zoom account

- Once you have set up your account, click on “Activate your Zoom account” in the email you received:



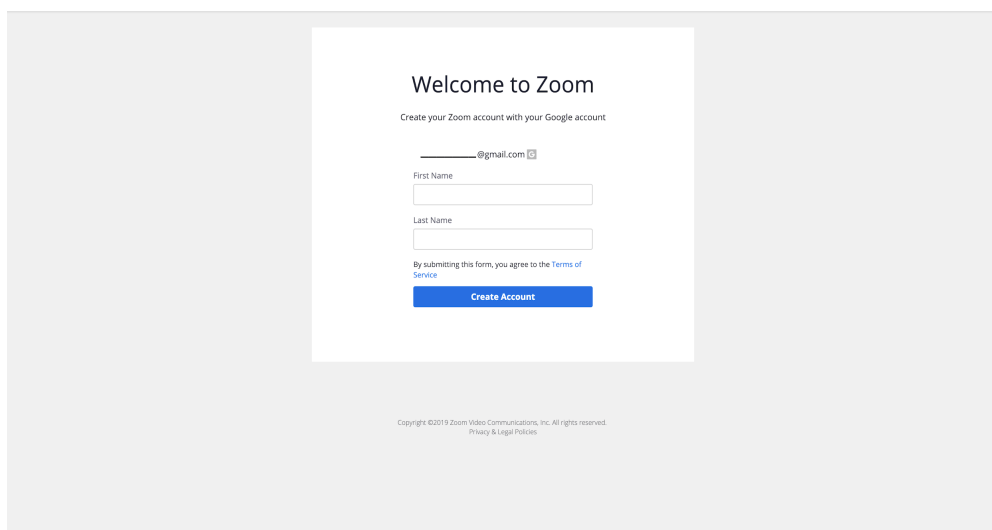
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- Click on “Sign in with Google” and check that your Sciences Po email account is selected:



- Click on “Set up an account”

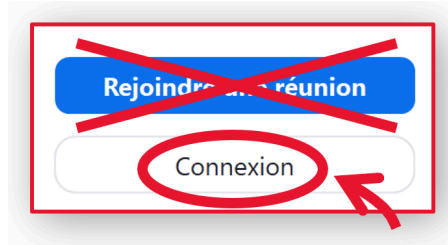
[zoom](#)



2 - Install the application Zoom

- If you are requested to, click on “Download and install Zoom”. If not go to the [Zoom download page \(https://zoom.us/download\)](https://zoom.us/download), then click on “Download”
- Follow the steps to install the application. In the event of technical difficulties, contact the Helpdesk (sos@sciencespo.fr / 01 45 49 77 99)

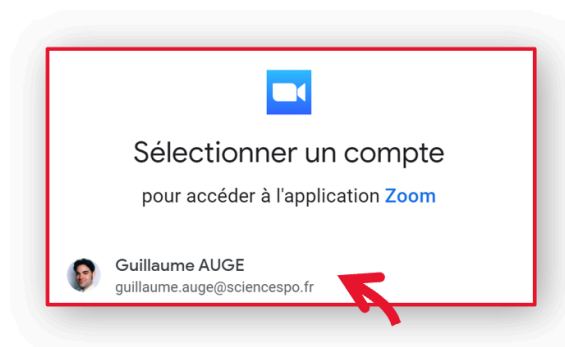
- Once installed, click on “Sign in” in the displayed window:



- Click on the button “Sign in with Google”



- Then select your Sciences Po account:



- If your Sciences Po account is not in the list, click on “Use another account”, enter your Sciences Po email address, then your password



- If the application Zoom Meetings is properly installed, it will suggest that you open it. Click on “Open Zoom Meetings”:

Open Zoom?

<https://zoom.us> wants to open this application.



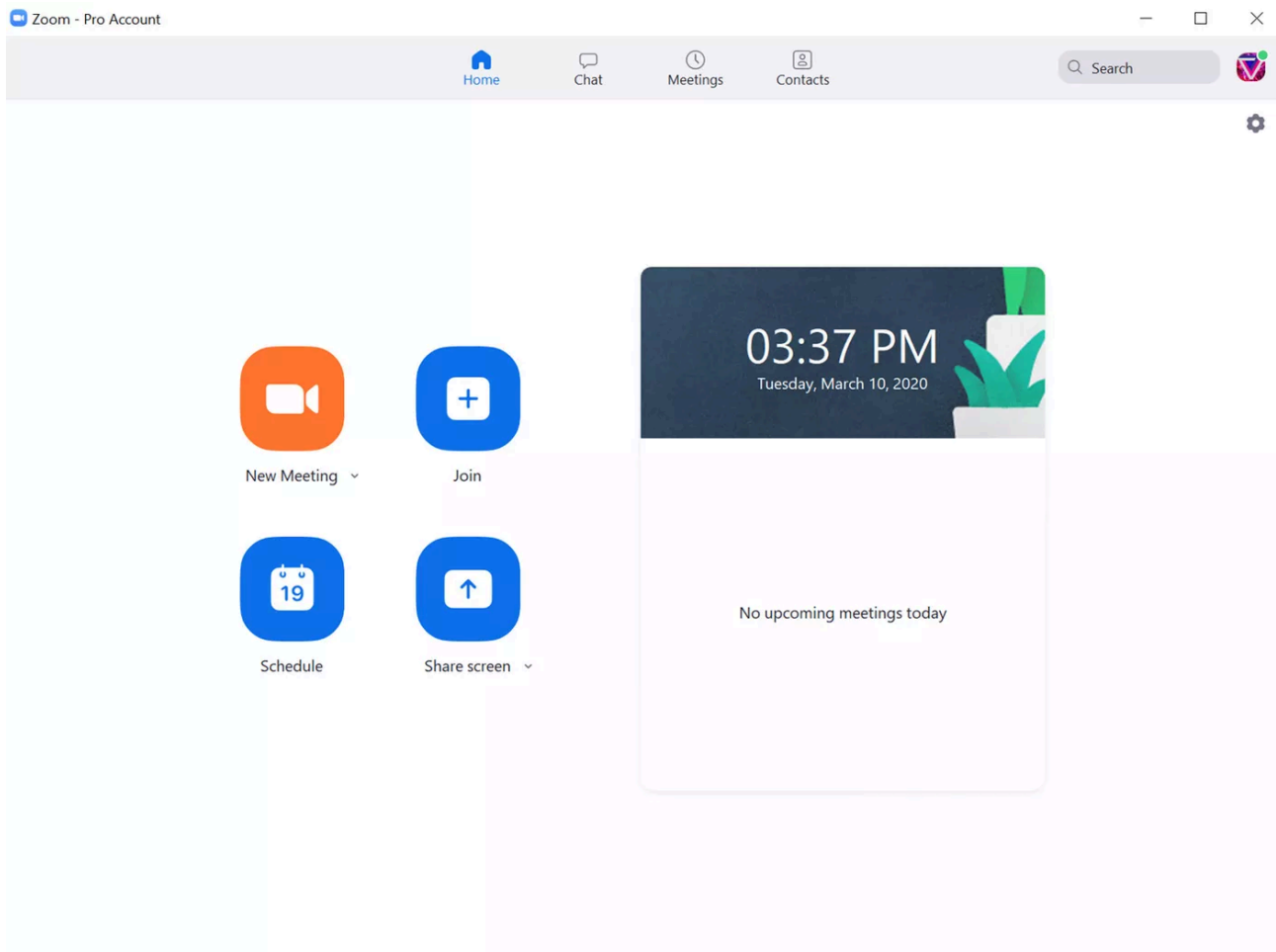
- The application Zoom Meetings will open.

Your Sciences Po account is now associated with the Zoom application installed on your computer. You will now be automatically identified each time you launch the Zoom application on your computer.

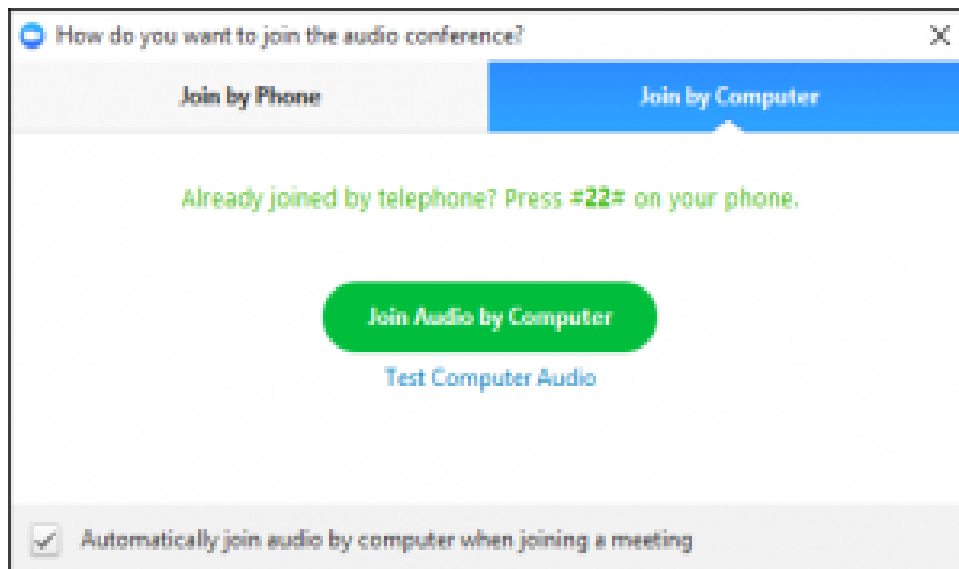
To take part in a videoconference, simply click on the meeting link and open Zoom when the application prompts you to do so.

3 - Test your virtual class

- Once the application Zoom Meetings is launched, click on the button New meeting:




- In the display window, if you don't need to test the loudspeaker and microphone, click on "Join audio by computer" to begin the class:

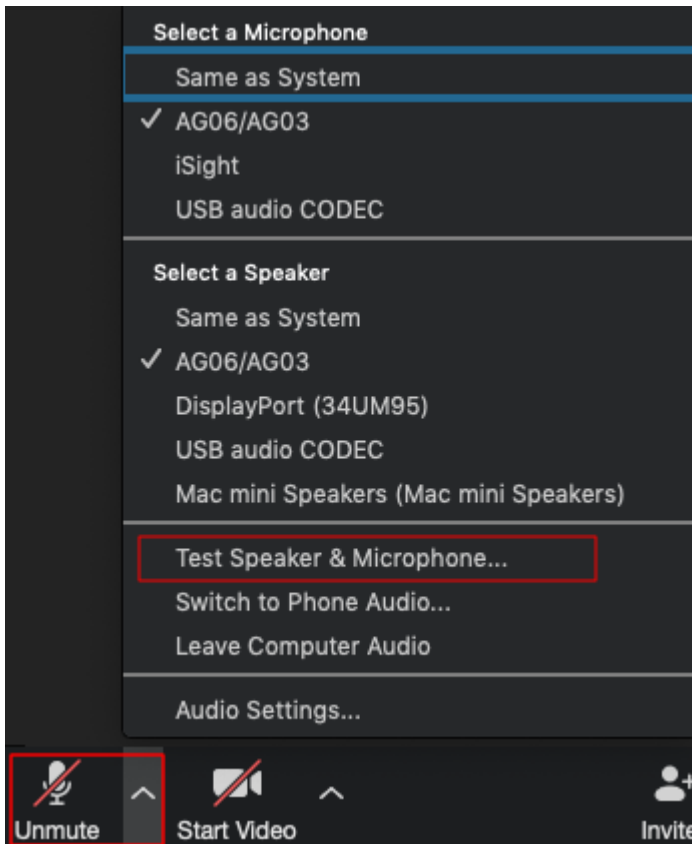


3.1 - Manage your audio settings

Once your class is launched, a toolbar is displayed at the bottom of the screen. It enables you to manage the incoming and outgoing sound settings:

Click on Mute/Activate to turn the sound on or off

- Click on the dropdown menu of the microphone  to change the sound settings (microphone and audio output...)



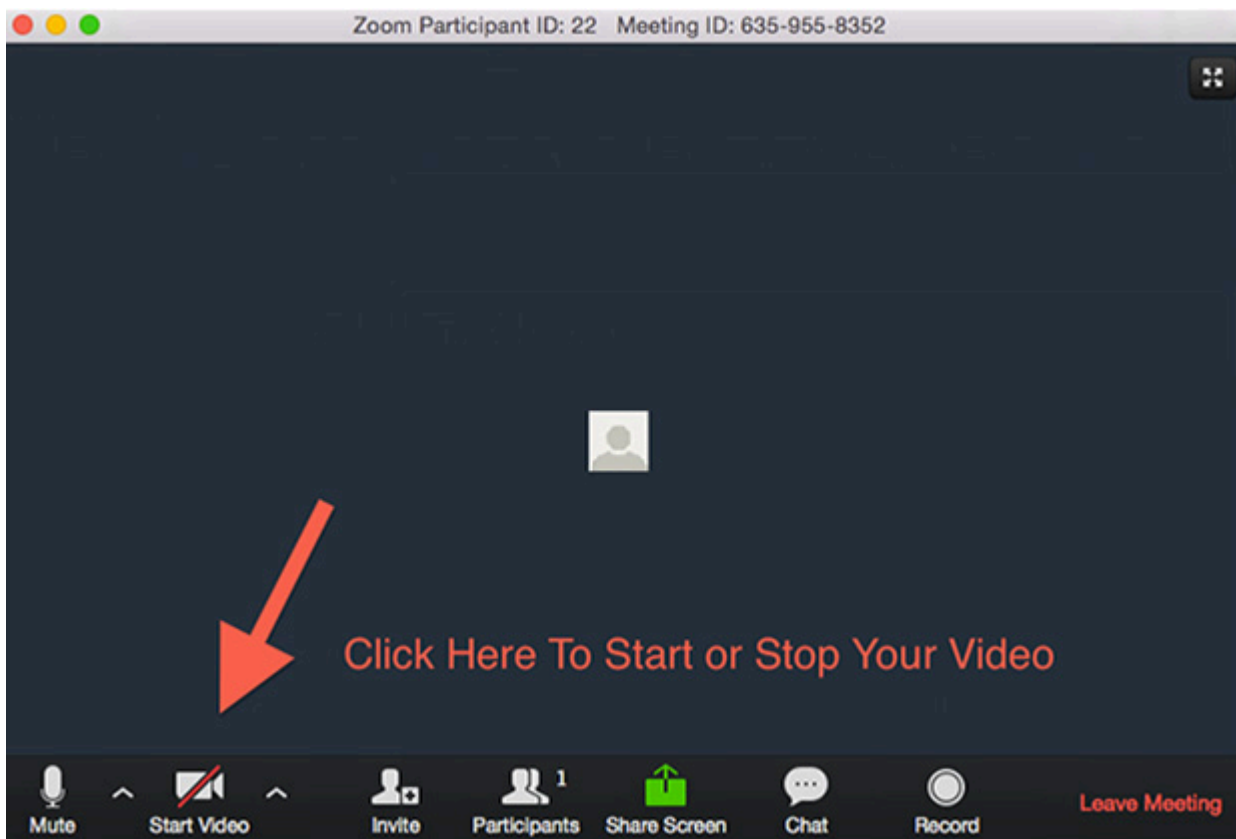
Should you encounter any difficulties, you can also do a sound test from this menu by clicking on “Test loudspeaker and microphone”:


A series of three windows prompt you to test the sound input and output.

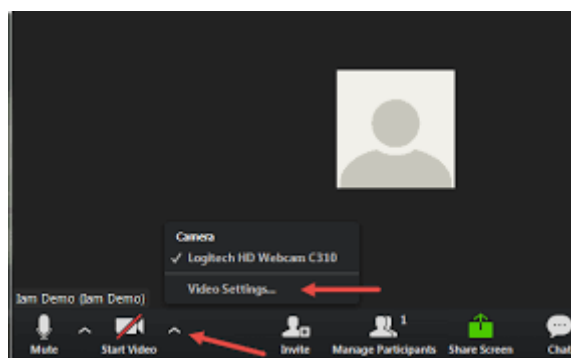
- Click on Yes to confirm at each step if the test is successful
- Click on Close at the end of the test

3.2 - Manage the video settings

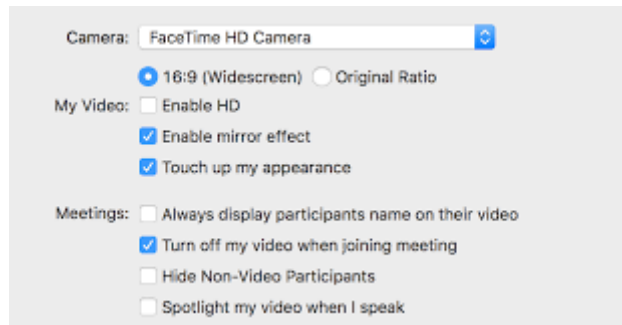
- To activate the webcam video, click on “Start video” in the toolbar, bottom left



- Other video options are available. To open them, click on the dropdown menu of the camera 
- Then click on "Video settings..."

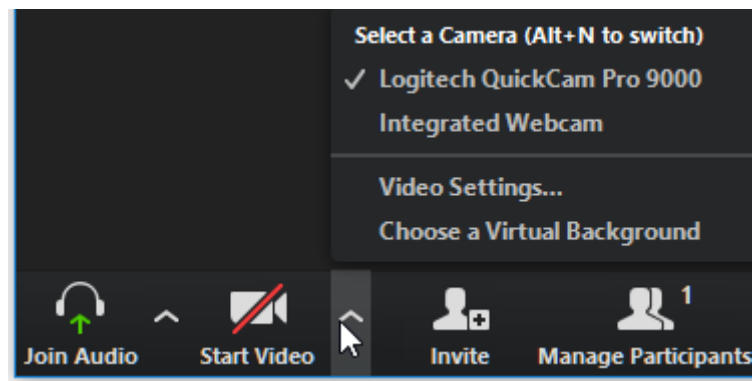


Please note: Make sure the option "Enable HD video" is **deselected** to avoid slowing down the web connection:



You can also choose a virtual background which will enable you to be seen on the screen but will hide everything that is behind you.

- Click on “Choose a virtual background”



- A window will open.

Choose a virtual background



- Select the background you prefer and close the window.

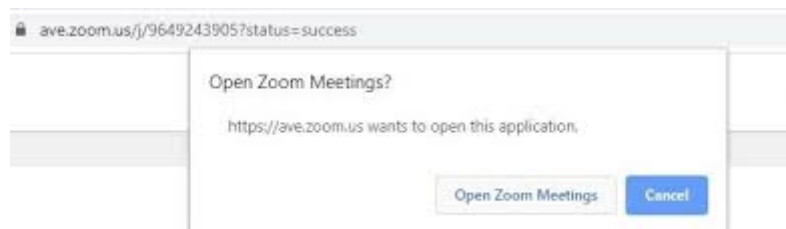
4 - Launch a virtual class via Google agenda

You can launch your virtual class from your Google agenda if you have created an event beforehand in the form of a “Zoom meeting” (See section 3 of the tutorial [“ZOOM Tutorial_2_Inviting-your-students-to-the-virtual-classroom”](#))

- Once in your Google agenda, click on the event in question, then on “Join Zoom Meeting”:



Important: in the displayed window, click on “Open Zoom” so that the video conference is launched on the Zoom application installed on your computer:



Note: if the application is not yet installed on your computer, please install it by referring to section 2 of this guide.

5 - Legal information and cookies

5.1 - Legal information

Please consult the document [LEGAL INFORMATION AND COOKIES SETTINGS OF THE VISIOCONFERENCE TOOL ZOOM AT SCIENCES PO](#)

5.2 - Managing cookies

In order that only the cookies required for Zoom to function are installed,

- Go to the address <https://sciencespo.zoom.us/signin> then select your Sciences Po account:

Sign In

Email address

Password

Sign In

[Forgot password?](#) Stay signed in

- The web page of your Zoom account will open.

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zoom SOLUTIONS ▾ ABONNEMENTS ET TARIFICATION PROGRAMMER UNE RÉUNION SE JOINDRE À UNE RÉUNION ANIMER UNE RÉUNION ▾

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Prochaines réunions Réunions précédentes Salle personnelle pour la réunion Modèles de

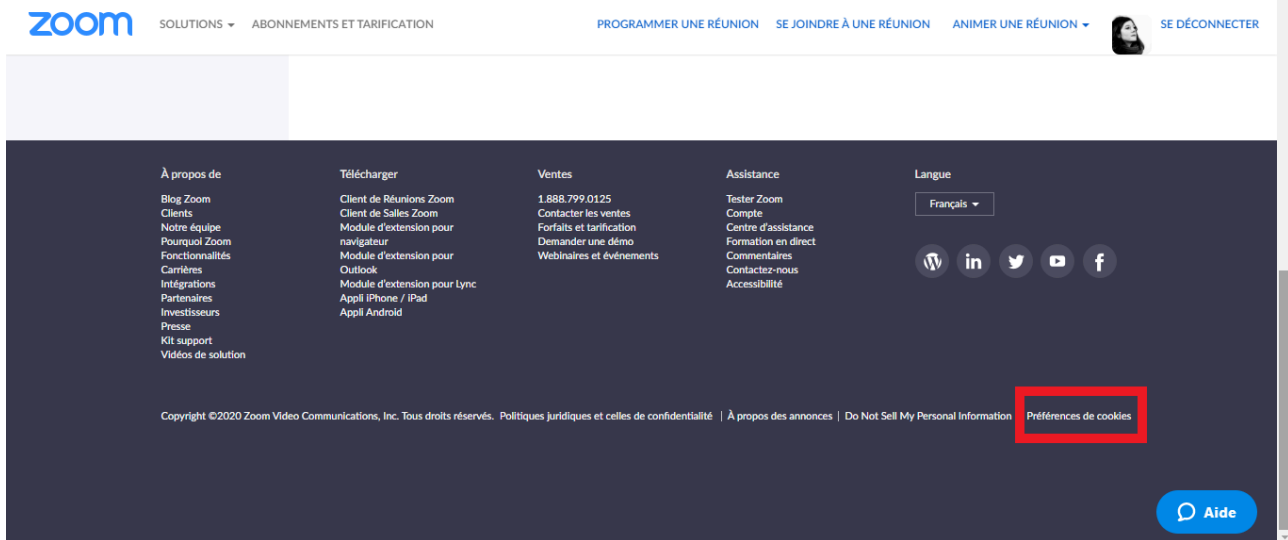
Programmer une nouvelle réunion Rejoindre une réunion à partir d'un système de conférence en ligne H.323/SIP

| Heure de début ↕ | Sujet ↕ | N° de réunion | |
|---------------------------|------------------|---------------|----------|
| jeu., 19 mars 11:00 AM | Classe virtuelle | 288-458-606 | Commence |
| jeu., 19 mars 01:00 PM | Classe virtuelle | 147-602-981 | Commence |

Gagnez du temps en programmant directement vos réunions depuis votre calendrier.

Module d'extension Microsoft Module d'extension Chrome

- Go to the foot of the page and click on “Cookie preferences”



- A window will open. You can reduce the amount of cookies deposited on your work computer. The configuration recommended by Sciences Po is the following:

À propos des Cookies sur ce Site



Veillez choisir si ce site peut utiliser des cookies fonctionnels et/ou publicitaires, tels que décrits ci-après :

- Required Cookies / CCPA Opt-Out**
Ces cookies sont nécessaires au bon fonctionnement du site.
- Cookies fonctionnels**
Ces cookies nous permettent d'analyser l'utilisation du site afin de pouvoir en mesurer et en améliorer la performance.
- Cookies publicitaires**
Ces cookies sont utilisés par des agences de publicité pour envoyer des annonces qui correspondent à vos centres d'intérêt.

Fonctionnalité autorisée

- Fournissent une connexion sécuritaire
- Se souviennent où vous en êtes avec une commande

Fonctionnalité NON autorisée

- Se souviennent de vos informations de connexion
- Se souviennent de ce qui se trouve dans votre panier
- Plus grande cohérence dans l'apparence du site
- Permettent de partager des pages avec des réseaux sociaux
- Permettent de publier des commentaires
- Publicités adaptées à vos centres d'intérêt

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- Click on the button "Save my preferences". Another window will open to confirm that your choices have been saved.

Préférences soumises



Vos préférences de cookies ont bien été mises à jour.

[Fermer](#)

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- Click on the button "Close".